



Title: I, Payroll/Personnel Manual

Chapter: 8, Section 2, Special Payroll Processing System (for Windows) (SPPSWIN)

Bulletin: SPPS 03-1, SPPSWIN Version 04.01

Date: July 9, 2003

To: Holders of the Payroll/Personnel Manual
Personnel Users Group

This bulletin announces the release of Version 04.01 of the Special Payroll Processing System (for Windows) (SPPSWIN) effective July 28, 2003. Version 04.01 provides enhancements related to:

- Processing manual payment and adjustment transactions for separated employees
- Processing student loan repayments
- Processing miscellaneous payments
 - Transaction Code 19, Overtime Over 8 Hours
 - Transaction Code 25, Overtime Over 40 Hours With Night Differential
 - Transaction Code 52, Suffix 8, Life Cycle Accounts for Agency 25, Farm Credit Administration only
 - Standby/Administratively Uncontrollable Overtime (AUO)
- Processing additional remarks applicable to the manual payment or adjustment transaction being processed in SPPSWIN
- Releasing manual payment and adjustment transactions to the National Finance Center (NFC) for processing

Please note that the current version of SPPSWIN (Version 03.01) will no longer be available for use beginning July 25, 2003. Agencies will need to install Version 04.01 for use beginning July 28, 2003.

The information in this bulletin applies to current users of SPPSWIN, who should upgrade their software to Version 04.01, as well as new users.

Filing Instructions: File with the SPPSWIN procedure.

Expiration Date: When superseded

SPPSWIN Training

NFC will work directly with any agency desiring training for SPPSWIN. Version 03.01 users should be able to easily transition to Version 04.01. New users should contact NFC's Payroll Operations Branch at **504-255-3570** to discuss any training issues. To access the SPPSWIN training schedule, go to the NFC Web site (www.nfc.usda.gov), click the **Quick Starts** drop-down arrow, select **Training Catalog**. At the Training Catalog main menu, click **Courses** to display the lists of training courses. At the Payroll/Personnel Systems Menu, click **Special Payroll Processing System (SPPS)** to display information on the SPPS training course.

SPPSWIN 04.01 Enhancements

The major enhancements included in Version 04.01 are described below:

- **Processing manual payment and adjustment transactions for a separated employee.** A transaction may be processed for a separated employee as long as a record exists on Information/Research Inquiry System (IRIS) Program IR200, Transaction History Menu. Previously, a manual payment or adjustment transaction could be processed only if the employee had a record on IRIS Program IR100, Current Data Menu, and was not separated more than 6 pay periods.
- **Student Loan Repayment.** Student Loan Repayment has been added to the list of adjustment types that can be processed through SPPSWIN. The Student Loan Repayment window is used to process student loan repayment transactions under Title 5, USC 5379, The Federal Student Loan Repayment Program. This program permits agencies to repay certain types of federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency.
- **Note.** A Note button has been added to the Agency Adjustment List window and is used to display the Notebook window. This window is used to record any additional remarks that relate to a specific transaction being processed.
- **Release To NFC.** A Release To NFC button has been added to the Agency Adjustment List window and is used to display the Agency Release Confirmation pop-up. This pop-up is used by the agency to release requests for action to NFC after they have been entered into SPPSWIN, but before they are processed. Adjustment and payment transactions that are to be processed by NFC must be approved for release in SPPSWIN by an agency supervisor or authorizing official. Transactions that have been released are identified by Status Code 7, Release to NFC.
- **Miscellaneous Payments.** The following transactions have been added to the list of miscellaneous payments that can be processed through SPPSWIN:
 - **Transaction Code 19, Overtime Over 8.** Compensation for work performed in excess of 8 hours on any one day within the 40-hour basic workweek.
 - **Transaction Code 25, Overtime Over 40 With Night Differential.** Compensation for hours of regularly scheduled work performed outside the

NFC

BULLETIN

basic 40-hour workweek during the night differential period. For alternate work schedule Code 5 or 8, record hours of work over 80 hours a pay period.

- **Transaction Code 52, Suffix 8, Life Cycle Accounts for Farm Credit Administration Only.** An allowance of up to \$400 a year toward membership to a fitness or wellness plan. The benefit is awarded to the employee when the appropriate documents are provided to verify membership to the fitness or wellness plan. It is recorded as income to the employee with the appropriate Federal, state, and social security tax deductions withheld. The payment is reflected on the employee's Earnings and Leave Statement (indicated by "Life Cycle Account") and on Form W-2 at the end of the year.
- **Standby/Administratively Uncontrollable Overtime (AUO).** When an employee is in a position in which the hours of duty cannot be controlled administratively, he/she is generally responsible for recognizing, without supervision, circumstances that require him/her to remain on duty beyond his/her normal work schedule. The circumstances under which payment for standby/AUO is appropriate are extremely limited.

Security Access

Agencies must have a secured telecommunications link to NFC's payroll/personnel Windows applications before downloading SPPSWIN 04.01 software. Users must also have an authorized NFC user ID and password to access SPPSWIN. Users requiring access must contact their agency's NFC security officer. The agency NFC security officer must either e-mail or fax NFC's Information Systems Security Office to request access for each user. Each request should specify the following:

- User name
- User social security number
- NFC mainframe user ID (if one has already been established by NFC)
- Agency name
- User permission level requested
- Security access code (SAC) level
- Agency NFC security officer name
- Agency NFC security officer telephone number
- Application name (i.e., SPPSWIN)

Online Publications

The SPPSWIN procedure, which is available online at NFC's Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to the Web site (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List By Title/Chapter** or **List Acronym/Name**, and then search for

SPPSWIN on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

Inquiries

For questions about policy/regulations, contact your agency/bureau representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about the SPPSWIN application to Customer Support at **504-255-5230** or via e-mail at customer.support@usda.gov. Refer questions about SPPSWIN processing to the Payroll Operations Branch at **504-255-3570** . Refer questions about this bulletin to the Government Employees Services Branch at **504-255-5322** or via e-mail at nfc.pvct@usda.gov.



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